

City of Lowell
Please Post: March 22, 2016
Deadline: April 5, 2016
Career Center of Lowell
Counselor- Youth Programs
(Seasonal- Temporary Part-time)

Job Title: Counselor: Youth Programs (7100-J#7002, 2261)
Department: Career Center of Lowell
Reports to: Youth Department Staff, Career Center Director and/or designee
Salary: \$13.00 (min) to \$14.00 (max) per hour (temporary, part- time);
Grant Funded

SUMMARY The Counselor participates as part of a team to coordinate and render services to young adults participating in the summer work experience component of The Career Center of Lowell.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains assigned caseload which includes the following tasks: time sheet distribution and hour verification, participant check distribution, weekly activity reports, Mass. Work Based Learning Competency certification reports, other documentation as needed.
- Meets with Worksite/Agency sponsor weekly to assess if there are any concerns the youth intern may have and resolves/ mediates in these matters when needed.
- Assure there is compliance between the duties the Agency stated in the Intern Request Form and the work the youth is actually performing.
- Assure there is sufficient meaningful work to fulfill the assigned hours.
- Inform Agency /Worksite of Child Labor Laws.
- Consult with Youth Dept. staff in any area that constitutes an emergency situation with a young adult.
- Report all violations of Child Labor Laws immediately to the Youth Department, and subsequently document this action in a formalized report.
- Responsible for the reporting of all work related injuries involving youth in your assigned caseload. **(In a case of injury all youth are to be taken to Lowell General Hospital immediately for treatment. Emergency treatment authorization are present in all youth files)**
- Responsible for timesheet collection in a timeframe, which will allow adequate time for payroll processing to the City of Lowell Auditor's Office.
- Responsible for the preparation of all payroll adjustment on youth in assigned caseload.
- File Disciplinary and Termination Reports on youth as needed.
- Some data entry into various databases
- Other duties as assigned

COST ALLOCATION CLASSIFICATION

The person occupying this position must document and be able to support appropriate allocation of their time. The guidelines to be followed shall be the allocation plan of the City of Lowell/Career Center of Lowell. This position is funded through the administrative allocation of all Agency State and Federal Grant funding sources.

QUALIFICATIONS

Valid State of Massachusetts driver's license and excellent driving record is required as well as access to their own vehicle. Bilingual abilities in Spanish, and Khmer a plus. Desire youth who are 21 or older. Must have experience working with the public and possess strong written and verbal skills.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and/or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to add, subtracts, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratios and percentages based on established guidelines published by the State and/or Federal government.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information and instructions furnished in written, oral, diagram, or graphic form.

OTHER SKILLS & ABILITIES

Ability to understand and be sensitive to the needs of the economically disadvantaged adults. Ability to develop and maintain effective working relationships with others. Ability to plan, schedule and execute assigned tasks.

PHYSICAL DEMANDS

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, talk and hear. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is very fast paced.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, and CORI, post offer.

Qualified applicants send resume/application to the Human Relations Office, Room 19 City Hall, Lowell, MA 01852 by 4:00 pm: Deadline April 5, 2016. Applicants may also send resume to fax# 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer